

A National Blue Ribbon and Georgia School of Excellence



STUDENT HANDBOOK 2023-2024

FLAT ROCK MIDDLE SCHOOL “Where Eagles Soar”

PRINCIPAL:
ASSISTANT PRINCIPAL/ ILT:
ASST. PRINCIPAL/ATHLETIC DIRECTOR:
GUIDANCE COUNSELOR:
GUIDANCE COUNSELOR:

Jade Bolton
Kimberly Bernard
Delarius Marshall
Brittany Cook
Stacy Patterson

325 JENKINS ROAD
TYRONE, GA 30290
(770) 969-2830
www.flatrockms.org

TABLE OF CONTENTS

ATTENDANCE

Arrival and Dismissal of Students	3
Arrival/Dismissal Procedures.....	3
Make-Up Work	3
Checking In Late.....	4
Late Passes to Class	4
Checking Out Early.....	4
Transportation.....	4

ACADEMICS

1:1 Technology.....	5
Grades and Report Cards	6
Honor Roll	6
Deficiencies/Progress Reports	6
Extra-Curricular Activities	6
(No pass, No play)	
Physical Education.....	6
Homebound Instruction	6
Field Trips	7
Promotion	7
National Junior Beta Club	7

GUIDANCE

Permanent Records.....	7
Withdrawals	8

STUDENT INFORMATION

Title I.....	8
Complaints and Grievances	9
Hall Passes	9
Insurance	9
Lockers	9
Backpacks	9
Student Obligations	9
Lost and Found	10
Breakfast/Lunch Information.....	10
Returned Checks	10
Vending Machines.....	10
Media Center	10
Cell Phone Policy.....	11
Messages	11

STUDENT INFORMATION (continued)

Telephone Use.....	11
Visitors	11
Videos	12

STUDENT HEALTH & SAFETY

First Aid/Illness.....	12
Medical Information.....	12
Medicines	12
Immunization.....	12
Safety Drills	13

STUDENT RESPONSIBILITIES

School Resource Officer	13
School Academics	13
Testing	13
School Pride.....	13

DISCIPLINE

Discipline Procedures	14
Discipline Consequences	15
Assembly Conduct	15
Bus Conduct	16
Academic Dishonesty.....	16
Dress Code	16-17
Lunchroom Conduct.....	17
Harassment.....	17
Weapons Policy	17
Bullying.....	18

PARENT INVOLVEMENT

Homework	18
Parent/Teacher Conferences.....	19
Parent/Teacher Organization	19
Fine Arts Information.....	19
Athletic Information	19
Eligibility to Participate in Athletics	20

MISCELLANEOUS

PBIS Matrix	21
Succeeding at Flat Rock	22

ATTENDANCE

ARRIVAL AND DISMISSAL OF STUDENTS

Students should not arrive at school before 7:35 a.m. Since teachers are not required to be at school prior to 7:40 a.m., the school cannot assume responsibility for students who arrive early. Except for school sponsored activities, supervision will not be provided after dismissal. Disciplinary action will be administered to unsupervised students.

ARRIVAL/DISMISSAL PROCEDURES

Students who do not ride a school bus should be dropped off in front of the gym lobby and enter through either the gym doors at the bus loop or the gym lobby entrance. All students riding the bus to school will enter through the gym doors at the bus loop. Beginning at 8:05 a.m., the gym doors are locked and all car riders must enter through the main lobby entrance by the front office.

When school is dismissed, all bus riders will exit through the doors at the end of the Connections hallway. Students not riding the bus must exit from the doors of the gym lobby to the car rider area. Students riding the bus must proceed directly to their bus upon arrival. No one is allowed to exit through the front entrance during dismissal.

Students involved in extracurricular activities must report directly to their activity without exiting the building. Students are not allowed in the building after school is dismissed except under the following circumstances:

1. School sponsored activities
2. Help session or make-up session
3. Detention

Students are not allowed to stay after school to wait for siblings or other students who are attending athletic practices, fine arts rehearsals, club meetings, academic help sessions, or any other after school activities. Students are not allowed to go to Sandy Creek High School to wait for rides unless a parent/guardian is a staff member at SCHS.

ATTENDANCE

Students are expected to be present at school each day school is in session. Students with good attendance usually experience better growth and achievement in the classroom. **Georgia Law allows for student absences to be excused only for the following reasons:**

1. Personal illness
2. A death or serious illness in the immediate family
3. Religious holidays
4. Absences mandated by order of governmental agencies
5. Conditions which render school attendance impossible or hazardous to health and safety

Parents can help ensure good attendance by planning family trips at times when school is not in session and making appointments for after school hours whenever possible so that you do not have to check your student out of school. A student checking out of school is marked absent from those classes missed and must bring a written excuse from home.

A student must be in school and counted present for ½ day before being eligible to attend or participate in any school sponsored activity after normal school hours. A student must be in school on Friday to attend events over the weekend. Examples: games, practices, tryouts, dances, concerts, club meetings, etc. The cut-off time for ½ day attendance is 11:40 a.m.

Students must bring an excuse note from a parent to the homeroom teacher the day the student returns from an absence. According to the Fayette County Public Schools Attendance Protocol, the school administration may request appropriate medical documentation after 5 personal notes are written by a parent/guardian to excuse absences. Please see the Attendance Protocol in the Fayette County Code of Conduct for additional attendance requirements. **Notes will not be accepted after three days following the absence.**

MAKE-UP WORK

For an excused absence, the student will be allowed to make up work missed in each class. **It is the student's responsibility to obtain and complete any missed work.** A day's absence does not excuse a student from responsibility for previously assigned lessons or tests on the day of his return. Make-up work should take approximately the same time as the time missed from class. After two weeks into a nine-week grading period, an "Incomplete" becomes an "F". Please use the parent portal through Infinite Campus to review your child's grades. During absences, homework assignments may be obtained from the Infinite Campus parent portal after 5:00 p.m. each day. Blackboard and teacher websites are also valuable resources for obtaining work. Also, it is recommended that students obtain a classmate's phone number to call for assignments when absent for a shorter period of time. **Please call the Guidance Office to report extended absences.** A parent may come by and pick up the student's work, if pre-arranged. **Please allow a 24-hour notice when calling for make-up work to be compiled.**

CHECKING IN LATE

Students who arrive at school after the 8:10 morning bell must sign in at the front office. Please note that an excused tardy may include illness, funeral, doctor or dentist appointments, or absence mandated by a government agency. In order for a doctor or dental appointment to be excused, the student must have a note from the doctor. Students who check in late will be issued a Check-in Notice which will admit the student to class.

If a bus arrives late to school, all students must report to the office upon arrival. These students will be issued a late bus pass, which will admit them to class. Students who arrive on a late bus will not be counted tardy.

If a student is on time for school but late to homeroom, he/she will be required to sign in at the front office. This will count as an unexcused tardy.

In the event of excessive unexcused tardiness, disciplinary action will occur. Each semester, after the second unexcused tardy, the penalty will be as follows:

4th unexcused tardy – Student Conference/Warning/Phone call to parent

5th unexcused tardy – Saturday School

6th - 8th unexcused tardy – 1 day ISS

9th - 10th unexcused tardy – 2 days ISS

Any subsequent unexcused tardy will result in 3-5 days ISS

CHECKING OUT EARLY

Any student who needs to leave campus prior to normal dismissal must be checked out from the office by a parent, guardian, or authorized adult listed on the emergency form. The following rules apply:

1. **Checkout arrangements will not be made over the telephone.** The office will call students for checkout upon the arrival of a parent, guardian, or authorized adult. Sometimes it is difficult to locate the student promptly, so parents might experience a delay.
2. **Photo identification will be requested from the adult picking up the student.**
3. Early checkouts will not take place after 2:50 p.m.

TRANSPORTATION

Bus Riders: ALL STUDENTS MUST BE REGISTERED IN ORDER TO RIDE A BUS. Students are encouraged to ride the bus to and from school. Students who choose to ride the bus must wear face coverings while on the bus. Students must ride the bus assigned to their residential area by the Fayette County Public Schools Transportation Department. Students may not exit the bus at any stop other than the one they have been assigned. Occasionally, a student may need to ride a different bus home from school. The student must have a note from a parent or guardian and turn it in to the front office before homeroom (8:10 a.m.) The student will then be issued a bus pass for that day. **No student will be allowed to board a different bus without a bus pass issued by the office. Once buses are in motion, students will NOT be allowed to leave the bus loop sidewalk. To ensure prompt departure of buses and safety of students, students must go directly to his/her bus once they exit the building.**

Car Riders: All car riders need to follow safety procedures as they enter and exit the school grounds. Car riders should follow the signs and stay next to the curb. Once their car is past the gym lobby doors, students are allowed to exit their car. Parents need to pull up as close to the unloading area as possible to allow several cars to unload to keep the line moving. Students will enter the building through the gym doors near the bus loop. SAFETY COMES FIRST. **Students are ONLY allowed to exit next to the curb. No loading or unloading on the bus loop; this side of the building is reserved for school buses only! BEGINNING AT 8:05 a.m., THE GYM DOORS ARE LOCKED AND STUDENTS MUST ENTER THROUGH THE MAIN LOBBY DOORS NEAR THE FRONT OFFICE. After school, students must leave school through the doors in the gym lobby and proceed immediately to the car loading area.**

TECHNOLOGY – 1:1

Flat Rock students have been issued Chromebooks by the district for use at school and at home. Students are not allowed to bring personal devices (other than cell phones) and must use a school-issued device. Students will abide by the following rules/procedures outlined by the Fayette County Device User Agreement:

- A. I will take good care of my District-issued device.
 - Cords and cables must be inserted carefully into the device to prevent damage.
 - Device will be kept in the provided case at all times unless the device needs to be used in “tablet” mode for instructional purposes.
 - Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
 - Report any software/hardware issues to your teacher as soon as possible.
 - Keep the device in a well-protected, temperature -controlled environment when not in use.
- B. I will never loan out my District-issued device to other individuals.
- C. I will keep food and beverages away from my device since they may cause damage to the device.
- D. I will not disassemble, jailbreak, or hack into any part of my or any District-issued device or attempt any repairs.
- E. I will protect my District-issued device by only carrying it in the case provided.
- F. I will use my District-issued device in ways that are appropriate and meet the school's expectations—whether at school, at home, or anywhere else. If I use my device in a way that is inappropriate, I may be disciplined by my school.
- G. I will not place decorations (such as stickers, markers, etc.) on the District-issued device. I will not deface the serial number sticker on any District-issued device.
- H. I understand that my District-issued device is subject to inspection at any time without notice and remains the property of the Fayette County Public Schools. **Nothing I do with the device is private, and nothing I have on the device is private.**

- I. I will not share my password(s) with anyone other than a teacher or adult from my school or my parent/guardian.
- J. I understand that if I damage or lose my device, or if it is stolen, I will have to pay a fine.

ACADEMICS

GRADES AND REPORT

CARDS

Report cards will be sent home every nine weeks. Students should return materials that require the parent's signature on the following school day. Students not returning materials after two days may face disciplinary consequences.

While we use numerical grades, the following scale is given for comparison:

90-100
A
80-89
B
71-79
C
70
D
Below 70
F

HONOR

ROLL

To be named on the regular honor roll, **a student must maintain a nine week grade of at least 90** in each academic and connections class during each nine week grading period.

To be named on the Principal's honor roll, **a student must maintain a nine week grade of 93 or above** in each academic and connections class during each nine week grading period.

DEFICIENCIES/PROGRESS

REPORTS

Progress reports will be posted on Infinite Campus at the 4 1/2 week mark of the 9 weeks term. Grades are continually updated on the parent portal through Infinite Campus. Students will be given their username and password.

EXTRA-CURRICULAR ACTIVITIES/NO PASS

NO PLAY

Students are encouraged to participate in school-sponsored clubs, athletics and other available extra-curricular activities. Students wishing to participate in athletics, cheerleading, and step team must pass at least 4 academic subjects the semester before participating. These academic requirements also apply to 8th graders playing sub-varsity sports at the high school level. **This is a Fayette County Board of Education policy. Board policy states that students have one year of eligibility for athletics in the 7th grade and one year in the 8th grade.**

If out-of-school suspension or in-school suspension has been assigned, a student will not be allowed to participate in or attend any extracurricular activity until the completion of the suspension. If absent on the day of an activity, the student may not participate or attend.

Students must be in school and counted present for ½ day before being eligible to participate or attend any school sponsored activity after normal school hours. Students must attend school on Friday for half a day to participate in week-end school sponsored activities. Examples: games, practices, tryouts, dances, concerts, club meetings, etc.

15 MINUTE RULE

Students must be picked up no later than 15 minutes after an activity has ended (rehearsal, practices, dances, detentions, clubs, etc.). Students not picked up on time following after school activities may be prohibited from participating in or attending future extra-curricular activities. **All parents/guardians or a responsible adult must attend and remain throughout the duration of any sporting event such as football, basketball, track, volleyball, etc.** According to the Fayette County Code of Conduct, participation in extracurricular activities is a privilege, not a right. Students with multiple office referrals, chronic attendance issues, and/or low grades may be excluded from attending extra-curricular events.

PHYSICAL EDUCATION

Students enrolled in Physical Education (P.E.) will be required to dress out and participate unless they have a doctor's excuse. P.E. teachers will explain clothing requirements for P.E. classes.) Students are issued lockers in the gym, and it is recommended that all personal items be kept in the lockers during class. If a student is ill, the parent must write a note explaining the reason for not participating in P.E. class. If a student has been enrolled in P.E., a doctor's note explaining why the student cannot take the course is required for a schedule change.

HOMEBOUND INSTRUCTION

The Fayette County BOE recognizes its responsibility, in accordance with Section 504 of the Rehabilitation Act of 1973, to provide a free appropriate education to those students enrolled in an educational program who have a medically -diagnosed physical condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education. More information may be obtained from the appropriate guidance counselor.

FIELD TRIPS

All field trips are directly related to the curriculum taught in a class or classes. Each team is limited to 2 field trips per year. To help pay for field trip expenses, a donation will be requested from each student. Students who are unable to contribute to the expense will not be denied the opportunity to participate (this does not include overnight field trips).

Students with the following disciplinary resolutions will not be allowed to participate in field trips unless a parent or guardian accompanies them:

** More than 4 days of in-school suspension in a semester. Seven days or more days-student will not be allowed to attend the field trip.

** Any out-of-school suspension in a semester. More than 3 days-student will not attend the field trip.

The school will not guarantee that any money paid toward any field trip will be refunded if students are unable to attend. These requirements also apply to overnight field trips.

If a student does not attend a field trip, alternative assignments will be given.

Each student must have a permission slip signed by the parents/guardians to participate in a field trip. Any student with 6 unexcused absences from school in a semester could be prohibited from attending field trips.

Some events are held across the street in the facilities of the First Christian Church of Tyrone, Burch Elementary School, and Patriot

Hall at Sandy Creek High School. The students will be supervised while crossing the street and a group leader will remain in contact with the school via radio.

PROMOTION/PLACEMENT/RETENTION

Any student failing more than one academic subject for the year in the 6th, 7th or 8th grades will be referred for review promotion, placement, or retention. Eighth grade students must also pass both the Math and English/Language Arts sections of the Milestones standardized in order to be promoted to 9th grade. The principal makes the final decision regarding placement or retention.

NATIONAL JUNIOR BETA CLUB

The National Junior Beta Club is an organization that encourages academic achievement and rewards students for merit and scholarship. Seventh and eighth graders who maintain a G.P.A. of 3.5 or above, with no nine weeks grade lower than 80 in all academic and connections classes may be asked to participate in this organization. Sixth graders who were members of national Junior Beta Club in 5th grade are eligible to join

COUNSELING DEPARTMENT

Counselors are available to assist students in exploring, planning, and realizing their individual interests, abilities, and goals, thus helping them to reach their full potential as productive members of society. Some counseling services include transition planning, goal setting/decision making, academic success skills, social media awareness, coping skills, peer relationships and conflict resolution. Counselors will also assist all 8th grade students with their four year academic plan and High School registration. Counselors meet with students individually, in small group, and in classroom settings

In addition to all the other services provided through the Counseling Department, students and parents should be aware that resources are available to them in areas pertinent to today's youth. Students are welcome to contact their counselor through email, counselor request or teacher referral for individual concerns or needs.

Students who would like to meet with their counselor may submit a "Counselor Request form" through Schoology, the Flat Rock website or send an email to their assigned counselor. The counselor will call the student up at an appropriate time

Parent conferences are encouraged for better communications. If a conference is desired, it should be scheduled in advance by calling your child's Team Leader. The team will arrange the conference at the earliest possible time.

2023-2024 counseling assignments:

Grade 6: Ms. Patterson

Grade 7: Ms. Cook

Grade 8: Ms. Cook (8C/8A Langley &)

Ms. Patterson (8B/8A Hoffman & Smith)

PERMANENT RECORDS

Each student's permanent record folder is kept on file in the front office vault. Parents may submit a Records Request form to the registrar in order to receive copies of their student's records. Please allow 24 hours for requests to be processed.

WITHDRAWALS

The following procedures must be followed when withdrawing a student from Flat Rock Middle School:

1. The parent or guardian should contact the School Office at least two days before their final day.
2. The parent will need to provide the new school name that the student will be attending.
3. Chromebooks issued through the 1:1 Initiative, textbooks, and library books must be turned in. Any financial obligations must be paid at the time of withdrawal. Parents will receive a withdrawal form and a release for records to present to the new school. Georgia mandates all students' records are to be sent directly to the new school.

TITLE I

Flat Rock is fortunate to be a designated Title I School. Title I funding allows us to enrich our academic offerings tremendously through our Extended Day Academic Support programs, Parent Workshops, personnel, and the purchase and use of materials and resources for our students and parents. Education is a vital partnership between the school, students, parents/guardians and the community, and a priority at FRMS is to have all both our Flat Rock families and our community engaged and involved. Student success is the goal of every staff member at Flat Rock and we are devoted to utilizing research-based best practices to guide each student, each day, to reach his/her full potential.

Brenda Cannington (cannington.brenda@fcboe.org), serves as our Title I Director and she is always willing and happy to assist with any questions, concerns, or suggestions that you may have for our school.

The Resource Hub is open for parents and teachers in Room 602. The Resource Hub is managed by our Parent Liaison, Melissa Lohr (lohr.melissa@fcboe.org) and houses a variety of learning resources available for check out by parents and teachers. These resources include computer and printer, calculators, books, color pencils, board games, Milestone prep workbooks, and other miscellaneous school related materials to support the academic success of students. To visit the Resource Hub email Mrs. Lohr to set up a time.

Title I also provides opportunities for students to make up work during M.A.A.S. (Make-up assignments assistance Saturday) sessions. The sessions are held at FRMS from 10:00 AM to 12:00 PM, and will be conducted on the following dates during the 23-24 school year: September 30, October 30, December 9, March 9, and April 27. Additionally, Title I sponsors academic tutoring 2-3 times per week for one hour sessions. Monthly sign-up sheets will be posted in the Week At A Glance newsletter, the FRMS website, and on Schoology in the FRMS parent course with specific subject and grade levels.

STUDENT INFORMATION

Authority of Administration to speak with a student:

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Handbook or the Fayette County Student Code of Conduct, the principal may undertake corrective measures, which he/she believes to be in the best interest of the student and/or school, provided any such action does not violate school board policy or procedures. The principal or his/her designee has the authority to conduct investigations into possible violations of school and county rules and procedures and to interview and take written statements from students without the presence of the student's parent or guardian.

THE FAYETTE COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR HANDICAP IN EDUCATIONAL PROGRAMS, ACTIVITIES AND EMPLOYMENT.

COMPLAINTS AND GRIEVANCE

In accordance with the policy of the Fayette County Board of Education, it is the policy of Flat Rock Middle School that students shall have the right to present and resolve complaints relating to matters affecting the student relationship at the lowest organizational level possible. Flat Rock Middle School encourages all students to resolve complaints informally in a spirit of trust where possible. The Guidance Department offers mediation when necessary to resolve conflicts between students. Complaints and Grievances with teachers should be addressed with the administration.

HALL PASSES

Students are not allowed in the hall without a pass except during class changes. Students may not visit the front office, Guidance Department, or clinic without a pass. Any teacher may issue passes. Students will be allowed to go to lockers at times designated by their teachers

INSURANCE

Accident insurance is offered through the school at the beginning of the school year for students who would like coverage. Brochures are available in the front office. Coverage begins with the first day of school and continues throughout the school year. Coverage is not mandatory, unless the student is participating in extracurricular athletics and is not covered under any other insurance. Applications are available in the school office. If a student decides to enroll after the initial enrollment period, or if a student enters school after the deadline, insurance is still available; the parent is responsible for submitting the application and payment. Applications are available in the school office all year. A student can purchase insurance any time during the school year. Coverage begins on the date the application and payment is postmarked.

LOCKERS

Each year, the school charges a fee. The money is used for expenses related to lockers, the clinic, agendas, and other school support items. Locker repairs/maintenance done each year, along with the changing of combinations.. Students should not reveal combinations to anyone or allow others to use their lockers. Do not bring large sums of money or valuable jewelry to school. Students must not "jam" or tamper with the locks on their lockers. This may result in the loss of the use of the locker.

STUDENTS MAY NOT PLACE STICKERS OR TAPE ON THE LOCKERS.

Locker combinations are personal possessions, and care should be taken to prevent anyone from learning that combination. If someone is trying to learn another person's combination, report this to your homeroom teacher or to the principal's office. Remember that students are responsible for the safety and security of combinations, personal property and school materials.

Lockers are the property of the Fayette County School System and are subject to inspection by authorized school personnel. School officials have a legal right and obligation to assure enforcement of all school policies. The courts have reaffirmed that administrators have the legal authority to search a student, his/her locker and other personal effects if there is a reasonable suspicion that any school policy or law is being violated.

BACKPACKS

Students are not allowed to carry backpacks, string bags, fanny packs, or purses larger than a wallet size (4"x6') during the school day. Students must leave these items in their lockers. They are not allowed in classes for any reason. The only exceptions are clear/transparent bags that are to be used only for carrying PE clothes. The administration has the discretion to determine if a bag can or cannot be used.

STUDENT OBLIGATION

Students are responsible for any books or other material issued to or checked out to them by teachers or the Media Center. (This includes materials and items issued for fundraising). Materials and books that are lost or damaged while assigned to a student are that student's responsibility. At the end of the year, students will not receive their final report cards until all materials have been returned and all fines and obligations have been paid. Students may also be excluded from school activities until fines are paid. Students are responsible for replacement or repair costs of issued materials or books that are lost or damaged.

LOST AND FOUND

Students are expected to be responsible for personal property. Names should be on all clothing, especially P.E. clothes. Students should never leave personal articles unattended. Unclaimed lost and found items will be donated to charity approximately every two weeks. Please make an effort to recover lost items as soon as possible. Lost and found bins are located in the gym lobby and in the gym locker rooms.

BREAKFAST AND LUNCH INFORMATION

School lunch in the cafeteria will be offered to students for a charge for the 232-24 school year. Students may purchase a la carte items for an additional charge. Our cafeteria uses a Point of Sale System. Every student will have an account with a personal identification number (PIN). It is very important that students do not share this number with anyone. School breakfast and lunch accounts can be funded through multiple methods:

- ☞ Cash or check (\$300.00 maximum check limit) payments to the cafeteria

Please note that the Fayette County Board of Education uses Envision Payment Solutions™ as our check guarantee program for returned checks.

- ☞ Myschoolbucks.com using a debit or credit card in any amount

All monies paid will be deposited into the student's account. Any/all monies given to the cafeteria will first be applied towards all outstanding charge balances. Students with meal charges will be denied other purchases, such as a la carte, extra milk, etc. Parents can view their student's meal account balance in Infinite Campus and myschoolbucks.com. Notifications will be sent both via email and phone calls to all messenger contacts in Infinite Campus when balances are low.

Students are **not** allowed to charge a lunch. **If a student forgets their lunch or lunch money or has insufficient funds in the lunch account, an alternate meal will be provided. The alternate meal will include a cheese sandwich and milk or a side salad and milk only. Students with dairy allergies will receive a side salad, fresh fruit choice and water.**

****Students may pick up a grab-and-go breakfast in the gym each morning when they arrive.**

RETURNED CHECKS

Checks returned from the bank for any reason will be assessed a fee of \$25.00. If a NSF check is not recovered within a reasonable time, legal measures will be taken to recover the check amount and any processing fees.

VENDING MACHINES

Students are not allowed to use the vending machine to buy snacks or other food during lunch. Students who bring lunch from home or buy a school lunch may purchase non-carbonated and nutritionally approved drinks during lunch. No food or drink may be taken on school buses. Students who use the machine during unauthorized hours will be referred to the office for discipline. Students' assigned silent lunch are not allowed to purchase items. Any vending machine items purchased during unauthorized times will be confiscated. Students are not allowed in the teachers' lounge at any time.

MEDIA CENTER

Media Center hours extend from 8:10 a.m. until 3:00 p.m. Passes are required of all students using the Media Center before homeroom and during class time. All materials leaving the Media Center must be checked out in the proper manner. Materials checked out under a student's name are the sole responsibility of that student. A ten-cent per day fine will be assessed for each book that is not returned on the day it is due. The student will be required to pay the replacement cost of any lost or severely damaged item checked out under his/her name. Refunds for lost books and magazines will be given out if the student returns the book(s) to the media center staff. Any overdue fine at the time a book was paid for will be deducted from the refund amount.

FRMS CELL PHONE/ELECTRONIC DEVICE POLICY**

Students are allowed to bring personal cell phones/smart phones/smart watches to school. These devices may not be used for personal communication (calls, texting, messaging, emails, etc.) during the day. **Devices may not be used in the hallways, restrooms, or commons areas between 8:00 a.m. and 3:15 p.m. Devices must be turned off and stored in the student's locker. Students may not use their devices in the hallways while walking to dismissal areas in the afternoon.**

****This policy applies to any electronic device that may be used for personal communication. The policy also includes the use of headphones/ear buds/air pods/other similar devices unless they are being used with the chromebook for academic purposes approved by the teacher.**

It is the direct responsibility of any student bringing a device to school to use it appropriately and secure and safeguard it. It is strongly suggested that a protective cover be used with each device and the device have a clear identification of the owner. Students should never let another student use or borrow their personal device. **Students are not allowed to use their devices to take photographs or videos AT ANY TIME while on school property or school sponsored transportation (including attendance at afterschool or extra-curricular activities).**

****Flat Rock Middle School is not responsible for any devices that are lost, stolen, or broken at school or during school sponsored events.**

Students are not permitted to bring personal computers, laptops, or tablets to school.

Consequences for students found to be using or in possession of cell phones and other electronic devices during school:

First Offense: *WARNING: Device confiscated and returned to student at the end of the day.

Second Offense: *ONE DAY ADMINISTRATIVE DETENTION: Device confiscated; must be picked up by a parent.

Third Offense: *TWO DAYS ISS (Insubordination): Device confiscated; must be picked up by a parent.

Fourth Offense: *THREE DAYS ISS: Device confiscated; must be picked up by a parent. At this point, student will be prohibited from bringing any device to school for the remainder of the school year.

**Parents- Please do not call or text your student during school hours. Also, please do not encourage your student to call or text you during school hours. These are violations of the policy as well as a disruption of the learning environment, and your child could face disciplinary action. If you need to leave a message or contact them in the case of an emergency, you may call the front office at (770) 969-2830.

MESSAGES

Messages to students cause interruption of classroom instruction. Therefore, **messages will be given to students only in cases of emergency, and only if from their parents or guardian.** No delivery of flowers, balloons, cookies, cakes, candy, or food orders from restaurants etc. will be made to students or classes during the school day. It is the responsibility of the student to attentively listen to the afternoon announcements when names are called for students to collect messages.

A table will be provided for parents who are dropping off lunches from home for his/her student only. Parents may bring food for their child only.

TELEPHONE USE

Students are only allowed to use office phones for emergencies. All non-emergency phone calls must be made before or after school. Students are not permitted to receive phone calls. **NO EXCEPTIONS. The use of cell phones is not permitted during the school day unless permission has been granted by an instructor for educational purposes. Cell phones should be off and placed in the student's locker when not used for instruction.**

VISITORS

Friends or relatives from other schools or cities will not be allowed to visit during classes at Flat Rock Middle School. Also, they are not allowed to attend school dances. Parents are always welcome at the school; however, classroom visits and conferences with teachers must be scheduled through the administration in advance. **All visitors to the school must sign in at the front office upon entering the building and provide a picture ID upon request.**

VIDEOS

At times during the school year, there are occasions when various popular films reinforce and enhance understanding of a concept or theme we are teaching in our academic classes. When such occasions arise, we like to offer students the opportunity to view these films to incorporate them into our lessons. Because some of the movies are rated PG (Parental Guidance Suggested), parental permission is required before viewing. For a list of PG movies that have been reviewed by our media committee for appropriateness of instructional value, please visit the Flat Rock Middle School website at www.fcboe.org/frms. The list is under the About Us tab and is titled List of Approved PG Movies. A permission slip will be sent home at the beginning of the school year in lieu of sending a separate permission slip each time we choose to view a film. This will prevent students from forgetting to get permission and thereby missing the activity. If there are movies listed that you do not want your child to view, please list the exceptions on the form that is sent home.

STUDENT HEALTH & SAFETY

FIRST AID/ILLNESS

A staffed clinic operates during school hours each day. If a student needs first aid or becomes ill, the student should alert his/her teacher. Following the protocol as set forth in the School Health Services Manual, the teacher will determine if the student's complaint can be handled in the classroom or if a clinic visit is necessary. If a student is injured, the student will receive immediate attention from the clinic staff. A parent will be notified if the injury is serious. **When a student is running a fever greater than 100.4° or is unable to return to class, the parent(s) must come and check the student out of school.** Your student may not return to school until they are fever free and symptom free (without medication) for a minimum of 24 hours AND one complete school day.

COVID-19

Parents are asked not to send their students to school if they have any of the following symptoms: 1) fever of 100 degrees or higher; 2) cough, shortness of breath or difficulty breathing; 3) muscle or body aches; 4) vomiting or diarrhea; 5) new loss of taste or smell. Students should also not attend school while they are awaiting the results of a COVID test, or if they have been exposed to someone who has tested positive for COVID.

MEDICAL INFORMATION

It is essential that parents of new students and sixth grade students provide guidance counselors and the clinic staff with any medical information deemed necessary. **All medical information must be updated each year on the emergency/disaster form.** If your student has a severe allergy, asthma, diabetes, seizures or a chronic health condition which may require medication or special care during school hours, we recommend you and your healthcare provider complete and sign a Health Care Plan available on the county website (www.fcboe.org) under "School Health Services" or from the school nurse.

MEDICINES

In the event the administering of medication to a student during school hours is necessary, the clinic staff will provide control and assistance in the administration of medication. **A parent/guardian must complete and sign an authorization for the administration of all medications. For prescribed medications, a physician must also sign the authorization** detailing the medication's name, dosage, route, time and side effects. All medications must be brought to the school office or clinic before the start of school by a parent/guardian accompanied by the authorization. **DO NOT SEND MEDICATION TO SCHOOL VIA THE STUDENT.** In the event that a parent/guardian cannot bring the medication to school, it is the parent/guardian's responsibility to notify the school. Only the principal or school nurse has the authority to give approval for the student to transport the medication and authorization to school. **All medications must be in their original containers with valid expiration dates. Prescription medications are limited to no more than a 30-day supply.** Any student that needs to carry medication due to a life threatening condition requires a complete and signed authorization from the parent/guardian and the physician. Any student not complying with this policy and possessing any medication (prescription or over-the-counter medications) on the school campus shall be subject to discipline as set forth in the Fayette County Schools **Student Code of Conduct policy.**

IMMUNIZATION

All students entering or attending Grades Pre-K through 12th grade in the Fayette County School System are required to have a complete Georgia Certificate of Immunization **Form 3231** in accordance with Georgia Law, OCGA 20-2-771. All students must be immunized against disease as specified by the Georgia Department of Human Resources, or have a medical or religious exemption on file at school. NEW immunization requirements for Pre-Kindergarten, Kindergarten, “New Entrants”, and 6th Grade students are available on the county website (www.fcboe.org) under “School Health Services. “Every child admitted initially to a public school in Georgia must have a **Certificate of Eye, Ear and Dental Examination** completed by a Georgia licensed practitioner or a qualified representative of a local health department. The only form accepted is Georgia Department of Human Resources **Form 3300**.

SAFETY DRILLS

Fire Drills: A fire drill is signified by a special alarm that continues to sound for a long period of time. If a fire alarm sounds, students should follow these steps:

1. Go directly to the assigned exit. This is to be done quickly and silently.
2. Remember that it may not be a drill and treat it as such. The reason for silence is that, in the event of fire, orderliness and calmness are necessary to ensure safety.
3. A signal will be given to mark the end of the drill.

Tornado Drills: Administration will notify the faculty of any threat of severe weather.

1. Students will report to the area indicated on procedure maps posted throughout the building.
2. Students will sit on the floor with knees pulled to chest and head down.
3. Students will not talk so that instructions can be heard.
4. A signal will be given to mark the end of the drill.

SCHOOL RESOURCE OFFICER

Flat Rock Middle School has a full-time school resource officer provided jointly by the Fayette County Sheriff’s Department and the Fayette County Board of Education to help ensure the safety and security of all students and personnel in this facility. Security cameras are installed throughout the building. The SRO has the latitude to press charges when criminal acts have occurred on school property.

STUDENT RESPONSIBILITIES

SCHOOL ACADEMICS

1. Each student has the responsibility to develop good work and study habits.
2. The student should clarify with the teacher any questions pertaining to the instructions for homework.
3. Students should bring their fully-charged Chromebook to school each day.
4. The student should use an organizational notebook which includes the AGENDA, dividers labeled for each subject, ample paper, and a zipper pouch that fits in the binder to hold pens, pencils, etc.
5. The student should take home any materials and information necessary to complete the assignment.
6. The student should learn to budget time.
7. When the teacher provides study time during the day, the student should take advantage of it.
7. The student should plan long term assignments so it is not necessary to complete the assignment all at one time.
8. With the assistance of their parents, students should:
 - A. Set aside a special time in which to complete assignments.
 - B. Find a special place in which to work free from excessive noise and other distractions.

C. Organize time so assignments can be completed in a reasonable length of time.

D. Carefully check completed assignments.

9. It is the student's responsibility to turn in all completed work to the teacher by the date requested.

10. Students should promptly complete make up work due to an excused absence.

TESTING

The standardized tests given to students each year have an important impact on their academic career. In addition to the state required test, the Georgia Milestones, students will be tested several times annually to monitor their growth in reading and math. Assessment scores are utilized for student placement and grouping as well as showing mastery of content and certain required objectives. It is of utmost importance that students do their best on all school assessments due to the implications that the results may have on their academic placements.

SCHOOL PRIDE

Because Flat Rock is a beautiful facility and because students should have pride in their school, students are asked to help

build school pride by doing the following:

1. Stay off the grass.
2. Pick up all trays in the cafeteria, as well as trash on the tables. Remember, other students have to eat at the same tables during other lunch periods. Clean lunch tables and areas when assigned.
3. Help pick up litter from the floor in classrooms each day.
4. Keep student restrooms clean.
5. Sit in chairs, not on desks and tables.

DISCIPLINE

Flat Rock Middle School students have the right to learn and every teacher has the right to teach in a safe, positive environment. Students who choose to behave inappropriately also choose the consequences of that behavior. Every student should be responsible for his or her own behavior. Flat Rock has implemented Positive Behavior Supports and Interventions (P.B.I.S.) and our school-wide discipline plan that is aligned with Fayette County Schools Code of Conduct. The following general rules apply to all students:

**BE RESPECTFUL
BE RESPONSIBLE
BE SAFE**

Flat Rock Middle School administrators and teachers will regard all written and/or verbal threats, implied or direct, toward students, staff members, or school and staff property, as acts of malice and endangerment. The school's discipline action will be immediate and severe. Incidences may be reported to the police and/or sheriff's department depending on the specific jurisdiction.

DISCIPLINE PROCEDURES

Flat Rock Middle School students are subject to the Fayette County Board of Education Student Code of Conduct during the school day and at all school sponsored events. Records will be kept in the office and notification of infractions will be sent home to the parents of students who violate discipline rules.

Attempts will be made by telephone to notify parents of In-School and Out-of-School Suspension. This is not always possible in every case; however, written notification (copy of referral) will be sent home with the student. In cases of teacher detention or administrative detention, written notice will also be sent home with the student. **It is the responsibility of the student to give the paperwork to the parents/guardians.** To be in compliance with Georgia Law, discipline records of students withdrawing from Flat Rock Middle School are forwarded to the next school. The following is a partial list of offenses for which a student may be punished. **(This list is by no means complete and may be expanded to include any offense that is harmful or disruptive.)**

1. Insubordination: unwillingness to follow the instructions of any school personnel
2. Improper bus conduct
3. Smoking or the possession of any form of tobacco, lighter, or matches
4. Destroying property/vandalism
5. Possession of a dangerous weapon or item that can be used as a weapon (Refer to the weapons at school policy)
6. Fighting or encouraging fighting, **regardless of who starts it**
7. Skipping classes or leaving campus without permission
 8. Violation of the dress code
 9. Chewing gum
 10. Trespassing: entering or remaining on school property after being warned.
 11. Theft
 12. Gambling of any form
 13. Possession or use of electronic devices
 14. Selling of or buying any prohibited product.
 15. Physical aggression: (hitting, kicking, punching, pushing, etc.)
16. Bullying/verbal harassment
17. Forgery: falsifying teachers' signatures, parent signatures, report card alterations or making duplicate report cards
 18. Excessive tardiness to class and/or school
 19. Display of gang symbols, paraphernalia, etc.
 20. Threats of violence/verbal aggression
 21. Being out of class without a teacher or office hall pass or other proper authorization
 22. Academic dishonesty
 23. Profane or otherwise objectionable or vulgar language or gestures to students or faculty
 24. Failure to bring all necessary materials to class (agenda, paper, pencils, pens, books,)
25. Truancy
26. Possession of, use of, alcoholic beverages, nonprescription drugs, inhalants, or drug paraphernalia at school or any school sponsored activity
27. General misconduct in class, assemblies, lunchroom, or any school sponsored activity
28. Consistent lack of effort in class
29. Public displays of affection (ie. kissing, hugging, holding hands, etc)

30. Tampering with any fire equipment
31. Horseplay: even when done in a playful manner, often leads to injuries and sometimes fighting
32. Refusal to sign forms
33. Sexual harassment (Refer to sexual harassment policy)
34. Racial remarks/Ethnic slurs
35. Derogatory personal remarks: students will not be allowed to make insulting and derogatory remarks to their classmate
36. Sexual impropriety: sexual acts performed between consenting partners
37. Improper use of technology/computer use violation/computer trespassing or tampering

NUISANCE ITEMS: Any item which disrupts the school program, such as laser pens, radios, music players, Ipods, cameras, computer games, toys, wallet chains, baby oil, comic books, trading cards of all kinds, fidget spinners, etc. should not be brought to school. **Students found with such items will have them confiscated and will be subject to disciplinary action.** Large sums of money (more than \$40) should not be brought to school except when paying for school purchases such as a yearbook.

CONSEQUENCES

Students will be punished in a reasonable and fair manner with regard to the offense. Student infractions are recorded on discipline forms. It is the responsibility of the student to get all forms signed by a parent/guardian and returned to school by the next regular school day. Some consequences are:

- Verbal warning
- Silent lunch
- Mediation
- Temporary removal from class
- Administrative detention
- Loss of school privileges
- Student is prohibited from attending or participating in extracurricular activities
- In-school suspension
- Out-of-school suspension
- Placement in an alternative school
- Referral to law enforcement
- Saturday School
- Behavior Plan

Administrative Detention is assigned by an administrator and is held Monday – Thursday in a designated classroom. If Administrative Detention needs to be rescheduled, the request ~~must~~ come in advance from a parent. Failure to serve administrative detention will result in ISS.

In-School Suspension (ISS) is an alternative to Out-of-School Suspension. A Paraprofessional (Mr. White) is assigned to supervise the In-School Suspension program. This program includes the use of an In-School Suspension classroom where students are suspended from their regular classes, but remain in school during regular hours in an effort to complete class assignments and tests. Failure to follow the rules of ISS may result in additional days of ISS or out-of-school suspension. Students may not attend extra-curricular activities until the assigned dates of ISS have been completed.

Out of School Suspension (OSS) will result in zeros in all classes; make-up work will only be given at MAAS on Saturdays). **Students are not allowed to be present on any Fayette County School campus during the period of their OSS, including after regular school hours**

ASSEMBLY CONDUCT

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational, as well as entertaining, experiences. They provide one of the few opportunities in school to learn formal audience behavior.

Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, TV or movies, the performers are very conscious of their audience. Talking, whistling, whispering, stamping of feet and booing are discourteous. Yelling is appropriate **ONLY** at pep rallies.

Students are expected to observe the following rules for assemblies:

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly. Find your seat quickly.
3. When the principal asks for your attention, please respond immediately.
4. Be courteous to the performers and to your neighbors. Applaud in keeping with the occasion. Applause should be generous and courteous.
5. You will be dismissed in an orderly manner when it is time to leave.

BUS CONDUCT

Bus drivers carry a heavy burden of responsibility. Students and parents should be aware that the sole purpose of the school bus is to transport students **safely** to and from school. The bus stop is considered school property.

The following guidelines must be followed when riding the bus and/or at the bus stop.

1. Talk in a normal tone (no screaming).
2. Remain seated (no changing of seats).
3. Keep head and hands inside the bus.
4. Remain quiet when approaching and stopping for railroad crossing.
5. No food or drinks on the bus.
6. No tobacco, matches or lighters on the bus.
7. No weapons of any type are allowed.
8. No tampering with any equipment on the bus (such as the emergency door).
9. No vulgarity, profanity, or obscene gestures.
10. No throwing of objects of any type inside the bus or out the bus window.
11. No littering on the bus with paper, pencils, etc.
12. No getting on/off the bus at stops other than your regular stop, transportation dept approval is required.
13. No harassment of other students.
14. Face forward when seated.

NOTE: Large items (including large instruments), glass objects, animals, firearms, weapons or other potentially hazardous materials will not be allowed as they pose a danger to others. **Any student disobeying the transportation rules may be removed from the bus.**

ACADEMIC DISHONESTY

No talking or other forms of communication are permitted during any test or quiz. Giving or receiving information from any person or source in any form NOT sanctioned by the teacher shall constitute a cheating offense. This includes classwork, homework, study guides, tests, etc. A zero (0) will be given to all students involved in the incident and further disciplinary action may be taken.

DRESS CODE

Students are expected to dress and be groomed in such a way as to reflect neatness, modesty, cleanliness and respect for your school. Students must ensure that their dress does not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal may interpret or add to these provisions as he/she deem to be in the best interest of the school, students or the educational process.

The following are the standards for school dress:

1. Garments will cover the waist, shoulders, back, torso, and chest in all situations. Sleeveless shirts must cover the entire width of the shoulders (4-finger test). Backless or strapless dresses or shirts and tanktops/muscle shirts are not to be worn. No skin may show at the waist. No low-cut necklines.
2. Pants, shorts, slacks, shirts, dresses and skirts will be of appropriate size and fit. Pants and slacks must not touch the floor. Pants and shorts must always be on the waist. Skirts, dresses or shorts hems must be at or below mid-thigh. Holes must be at or below the knee. Distressed jeans must not have holes or exposed skin above the knee. (leggings or shorts may be worn underneath to cover skin).
3. Proper undergarments must be worn. Undergarments must not be exposed.
4. Clothing containing the following are not allowed: inappropriate language; advertisement of drugs, alcohol, tobacco, or sex; suggestive lettering or graphics advocating/ glorifying death and/or violence.
5. Transparent or mesh clothing must be worn with appropriate clothing underneath.
6. Trench coats may not be worn inside the building.
7. Clothing that is extreme form fitting (leggings, yoga pants, jeggings, etc.) must be worn with long tops/dresses that are mid-thigh length. (see item #2).
8. Sleepwear and/or bedroom footwear may not be worn at school. Bedding, such as pillows or blankets are not allowed.
9. Sunglasses may not be worn inside the building.
10. Wallet chains or other type chains that may be dangerous or disruptive may not be worn.
11. Hats, caps, non-religious head coverings, visors, or hoods may not be worn inside the building.
12. Gang related clothing, bandannas, signs, symbols, and tattoos are not allowed.
13. Body piercing or tattoos that are disruptive, offensive or dangerous are not allowed.
14. Clothing must not symbolize, suggest, display, or reference tobacco, cannabis, alcohol, drugs, drug paraphernalia, profanity, hate, promotion of violence, illegal activities, and/or pornography. Clothing should respect the intent to sustain a positive learning environment.

When in the judgment of the administration the dress code is violated, parents will be contacted to bring a change of clothes. Students will be placed in ISS until the parent arrives and clothing is changed and approved by administration. Once a child receives their 3rd infraction they will be referred to administration for a consequence. Consequences range from ISS to OSS.

LUNCHROOM CONDUCT

Students are required to keep the lunchroom clean. In order to accomplish this, the following rules must be followed:

1. Students are to put all used, disposable articles in the waste containers.
2. Students are not to misuse any lunchroom facility (including equipment, chairs and tables).
3. Students are not allowed to take food or drinks out of the lunchroom.
4. ~~Students who spill food/drink are expected to clean up after themselves.~~
5. Students must be orderly, courteous and respectful in the serving line.
6. Carbonated drinks are not recommended to be brought for school lunch.
7. Students must sit with their class at their assigned table.
8. Students will take turns sweeping their eating area.

HARASSMENT

Any act of harassment based upon race, color, religion, national origin, disability and gender (including sexual orientation and gender identity) is prohibited. This includes, but is not limited to, sexual harassment as used in connection with Title IX. Penalty may range from short-term suspension, long-term suspension or expulsion. Incidences may be reported to local law enforcement.

BULLYING

(4. Bullying (OCGA 20-2-751.4- revised)

An act, that is:

- a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - (1) Causes another person substantial physical harm within the meaning of Code Section 16-5-23-.1; or visible bodily harm as such term is defined in Code Section 16-5-23-.1;
 - (2) Has the effect of substantially interfering with a student's education?
 - (3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment? or
 - (4) Has the effect of substantially disrupting the order operation of the school?
- d. The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by the use of data or software that is accessed through a computer system, computer network, or other electronic technology of a local school system.
- e. The term also applies to acts of **cyberbullying** which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication:
 - (1) is directed specifically at students or school personnel,
 - (2) is maliciously intended for the purpose of threatening the safety of this specified or substantially disrupting the orderly operation of the school, and
 - (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.
- f. Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

WEAPONS POLICY

A student shall not supply, possess, handle, use or transmit a dangerous instrument, weapon, or any object which can be reasonably considered a weapon on school property, on his/her way to and from school, or at any school function or activity or at any school-related activity or event away from school. Weapon means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, knives of any type, straight-edge razor, razor blade spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart or any weapon of any kind, as any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. Penalty may range from suspension to permanent expulsion. It is mandatory that the principal also recommends a disciplinary tribunal hearing that may result in expulsion.

PARENT INVOLVEMENT

HOMEWORK

Cooperation by parents is a necessary factor for homework to be meaningful. It is important for parents to support the teacher. You can show your support and assist your student by following the guidelines below:

1. Instill in your student an attitude that homework is an important and necessary part of the learning process.
2. Provide a quiet, well-lighted place for your student to study.
3. Establish a regular homework time in your home and have a special place free from excessive noise and other distractions where the student can work.
4. Encourage and support your student's efforts and be available for questions. Remember, homework is the student's responsibility, not the parent's.
5. Set aside time to review, to check your student's homework for accuracy and neatness and to check your Infinite campus, Blackboard, or your student's agenda for assignments.
6. Communicate with the teacher whenever the student has consistent difficulty with homework assignments.
7. Encourage the student to seek help and ask questions of the teacher when in doubt about an assignment.
8. Monitor grades regularly on the parent portal through Infinite Campus. Students will be given a user name and password the second week of school.

CONTACTING ADMINISTRATORS

While we attempt to accommodate parents/guardians who desire to meet with an administrator, we cannot guarantee that the principal or assistant principals will be available to meet with individuals who come to the school unannounced. It is recommended that parents/guardians call ahead and schedule an appointment. Administrators make every effort to return phone calls and emails within 24 hours.

PARENT-TEACHER ORGANIZATION (PTO)

The Flat Rock Middle School Parent-Teacher Organization (PTO) is a vital part of our school operation. The PTO acts as a forum for parents, teachers and the community to communicate and support the students at Flat Rock. It is also a fundraising tool to supplement much needed teaching aids, i.e., computers, software, video/audio equipment, cameras, science and math equipment, and media supplies. Through the PTO Volunteer Program, parents assist in the office, Media Center and other areas. Parents are encouraged to join and take an active part in the PTO and volunteer at the school.

9. Student homework assignments may be obtained on a daily basis using Infinite Campus, Schoology, or teacher websites. Weekly emails are sent to the parents through Infinite Campus to inform them of failing grades or missing assignments.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged for better communications. If a conference is desired, please email your child's homeroom teacher and team leader. Teachers are not available to meet with parents during instructional time. You will be contacted to arrange a team conference at the earliest possible time. Students are taught in middle school by a team of teachers. Therefore, it is important in most instances that all members of the team attend all conferences.

FINE ARTS

The Flat Rock Middle School Fine Arts Programs include Art, Band, Chorus, Drama, and Orchestra. For information on our outstanding programs, please contact the following:

Art	Candace Matson	matson.candace@fcboe.org
Band	Dr. Jeffrey Hughley	hughley.jeffrey@fcboe.org
Chorus	Ladell Fortune	fortune.ladell@fcboe.org
Drama	Emma Majure	majure.emma@fcboe.org
Orchestra	Angelia Davis	davis.angelia@fcboe.org

ATHLETICS

Flat Rock Middle School offers a variety of athletic opportunities for 7th and 8th grade students, including football, girls' volleyball, cheerleading, step team, boys and girls basketball, and boys and girls track. 8th graders may play sub-varsity sports at Sandy Creek High School, as long as the sport is not offered at the middle school level.

Athletic Director:	Delarius Marshall	delarius.marshall@fcboe.org
--------------------	-------------------	--

COACHES

Football:	Geimere Latimer	latimer.geimere@fcboe.org
Volleyball:	Kwanza Latimer	latimer.kwanza@fcboe.org
Volleyball:	Pagianna Boykin	boykin.pagianna@fcboe.org
Cheerleading:	Syntara Tyler	tyler.syntara@fcboe.org
Step Team:	Kendra Brown	brown.kendra@fcboe.org
7 th Grade Boys Basketball:	Jordan Govaerts	govaerts.jordan@fcboe.org
8 th Grade Boys Basketball:	Geimere Latimer	latimer.geimere@fcboe.org
7 th and 8 th Grade Girls Basketball:	Cole Jackson	jackson.cole@fcboe.org
Track:	Pagianna Boykin	boykin.pagianna@fcboe.org
Intramurals:	Syntara Tyler	tyler.syntara@fcboe.org

ELIGIBILITY TO PARTICIPATE IN ATHLETIC/EXTRACURRICULAR ACTIVITIES

MIDDLE SCHOOL (7th and 8th GRADE)

- Students must pass 4 academic subjects the semester preceding participation.
- A player must not reach his/her 15th birthday prior to May 1st preceding their 8th grade year. A player must not reach his/her 14th birthday prior to May 1st preceding their 7th grade year.
- An eligible student can participate in each sport, once in the 7th grade and once in the 8th grade.
- Students must adhere to all rules and regulations outlined in the Athletic/Extracurricular Code of Conduct and/or specific written guidelines developed by the coach and/or school administration.
- Middle school athletics are governed by the Fayette County Middle School Athletic League(FCMSAL).
- 8th grade eligibility to participate in sub-varsity sports at feeder HS if that sport is not offered at the MS.

ATTENDANCE

- Students will be permitted to participate in conditioning, tryouts, games or practice extracurricular activities only if they have been in attendance at least one-half of the school day according to the State Board of Education. **Exceptions must have administrative approval.**
- Students in ISS are excluded from all school-sponsored activities until completion of the assigned days,
- Students under out-of school suspension **may not** participate in conditioning, tryouts, practice, or games until they return to class. Example: a suspension is through Friday; a student cannot play on Saturday GHSA (By-Law 1.560). A suspension is considered to have ended when the student is physically readmitted to the classroom.



**FRMS EAGLES, IT'S TIME TO BE
RESPECTFUL,
RESPONSIBLE AND SAFE**

	CLASSROOM	CAFETERIA	NON-CLASSROOM AREAS	BUS & BUS LOOP	AFTER SCHOOL	MEDIA CENTER
RESPECTFUL	<p>Arrive on time Observe dress code Return teacher materials to designated spot Listen while others are speaking Speak in an "inside voice" Exercise self-control</p>	<p>Touch only my food Clean up after myself Observe dress code Say "please" and "thank you" when speaking to servers Speak in a "restaurant level" voice</p>	<p>Observe materials on walls with your eyes only Touch only your property Show courtesy to all Observe dress code</p>	<p>Follow instructions of bus driver Board and exit the bus in line, quietly, and without pushing Observe dress code</p>	<p>Observe dress code Follow instructions of adult supervising event</p>	<p>Speak in a whisper Handle books with care Follow instructions of Media Specialist Be courteous to parent volunteers Observe dress code</p>
RESPONSIBLE	<p>Keep my hands and feet to myself Respect others' personal space Cooperate with teacher and classmates Use appropriate language Devices are turned off and out of sight Bring all required materials to class</p>	<p>Sit at my assigned table Use good table manners Stay seated until dismissed by my teacher Keep devices and headphones put away Pick up all my trash when leaving table</p>	<p>Arrive at your destination promptly Place your belongings in your locked locker. Keep your locker combination confidential Keep devices and headphones put away Keep your belongings off the floor</p>	<p>Stay seated at all times Follow posted bus safety rules Keep hands and feet to yourself</p>	<p>Arrive at after school event/class on time Bring needed materials</p>	<p>Push in chair when leaving table Return books & pay fines in a timely manner Take care of books you have checked out Log off computers</p>
SAFE	<p>Work quietly Enter only your designated classroom Enter classroom only when teacher or other adult is present Stay in my seat Walk between rows</p>	<p>Clean up any spills Dispose of trash in appropriate containers Go through assigned lunch line</p>	<p>Avoid horseplay Refrain from eating and drinking in areas outside of the cafeteria Have a pass when moving off team hallway Cooperate with classmate who has locker above/below yours</p>	<p>Remain quiet at railroad crossings Stay on sidewalk in bus loop while waiting for your bus</p>	<p>Be picked up within 15 minutes' after the end of the after school event Remain with teacher/sponsor of after-school event</p>	<p>Avoid inappropriate websites Keep all 4 chair legs on the floor</p>

Succeeding Academically at FLAT ROCK

Your middle school years are extremely important in developing your future success in high school and beyond. Learning how to study, how to take tests, how to use your time wisely, and other study skills are a major influence in your academic success. Please read and frequently refer back to the study skill material we have provided for you. Your effort used wisely can produce results that make you, your parents, and teachers very proud!

Attitude Affects Results	Organize You And Your Work	Class Behaviors That Produce Success
"Think you can, think you can't either way you are right!"	Use Schoology and the agenda to plan your work: write down each assignment and check it off when it is completed	Be present and on time for each class. Good attendance improves your chances of graduating from high school.
Encourage someone today . . . it improves your attitude also	Binders, backpack and locker are all neat and orderly. Clean them out each week.	Participate in class through 1) asking questions, 2) taking notes, 3) following directions, and 4) facing the teacher
Be respectful in class, in hallways, in social situations, online, and in texting.	Gather everything you need for school the night before.	Be prepared by being in your seat with your supplies and homework.
BE HEALTHY Get 8-9 hours of sleep, eat a good diet, and exercise.	Bring Chromebook, paper, pencils, pens, binders to each class.	It is best to allow your teachers to challenge you, not for you to "challenge" your teachers!
Seek solutions, not problems. Distance yourself from drama. Be honest.	Identify one place only where you will keep completed assignments to turn in.	Do your homework. You will be ready for discussions if your homework is done.
Learn To Use Your Time	Take Good Notes	Keys To Great Test-Taking
Create a morning and evening routine and stick to them	My notes are easy to read and contain the most important information	Pay close attention in class the day before a test
Write out a "To Do" list every day	Use abbreviations and symbols for speed	Know the answers to the review questions in the textbook
When you have a few free minutes during the day, use it to do homework, your "To Do" list, or review and study	Good notes require good listening. Listen for verbal clues: "This is important", louder and slower speech, & repeated information	Use index cards to write down main facts, names, & dates you need. Review these during the day before the test
Develop your own routines for the morning, after school, and before bed	Write the class, date, topic, and page number at the top of each page of notes	Know everything on a review sheet a teacher might give you
Break large assignments like projects and papers into smaller parts. Schedule a due date for each part in your agenda	Use graphic organizers and mapping to combine similar facts or data	Review information before going to sleep. Your brain will work on the information while you sleep!

Smart Ways To READ your TEXTBOOKS	Where, When, and How to Study	Writing a Fantastic Paper!
Words in bold , CAPS & <i>italics</i> are important	Make sure that you will not be distracted or interrupted where you study	Choose a topic Gather information Organize your ideas Write a first draft Rethink, Revise, Rewrite Write the final draft.
Review questions at the end of the chapter before you start to read	Develop or review your plan (To Do list) before you dive in to the work	
Introductions and summaries contain essential information	Allow enough time for each task. Take a short break (10-20 min.) between tasks	
Take notes by writing down main points and questions you develop as you read	Experiment then establish the times that work best for what you study	Develop a Thesis Statement: "What is the focus of this paper?"
Stop for a moment and think about what you just read and learned before you leave the section or textbook	When memorizing, remember that the more times you repeat something and the more senses you include, the greater the retention	Always CITE your SOURCES to avoid PLAGIARISM
SCAN → READ → REVIEW	Anticipate disruptions and do something to avoid the disruptions (turn off phone)	Have someone else "proofread" your paper looking for corrections to be made

